



<b>JOB TITLE</b>	School Secretary - Elementary School
<b>REPORTS TO</b>	Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	220 days
<b>JOB CLASS CODE</b>	7775
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED/REVIEWED/REVISED</b>	

### QUALIFICATIONS

As established by the Board of Education

### POSITION SUMMARY

To ensure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

### PERFORMANCE RESPONSIBILITIES

Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification.

Oversees substitute electronic program to fill absent teacher positions, maintains substitute attendance and submits reports/files to the building administrator.

Routes interoffice, interschool and all other mail to proper channels daily.

Receives and routes all incoming calls or relays messages.

Greets visitors and manages the office with professionalism and warmth.

Ensures all visitors and students sign in and out throughout the school day.

Serves as the Notary Public for school business.

Takes inventory of supplies and orders as needed for office and teachers

Maintains records for and prepares weekly, monthly, and annual reports.

Performs the usual office routines and practices associated with a busy, productive, and smoothly run office.

Attends meetings and conferences relative to school office procedures.

Maintains up-to-date schedules on all building personnel.

Prepares various informational bulletins for distribution to parents.

Prepares work orders, requisition forms, etc., necessary for the school operation.

Prepares correspondence for the signature of the Principal.

Keeps accurate records of all school accounts, makes deposits and writes checks to Redbook timelines, and prepares for submission monthly financial reports.

Maintain all office equipment, phones, intercom system and bell system, and request repair service and/or order supplies as needed.

Initiate budget preparation; work with Department Chairpersons to prepare individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring the budget.

Assists Principal with all administrative needs for SBDM council meeting preparation and committee meetings.

Performs other duties as assigned by the Principal.

### KNOWLEDGE AND ABILITIES

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

### PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Secretary - Middle School
<b>REPORTS TO</b>	Building Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	220 days
<b>JOB CLASS CODE</b>	7774
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	

### QUALIFICATIONS

As established by the Board of Education

### POSITION SUMMARY

To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

### PERFORMANCE RESPONSIBILITIES

Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification.

Oversees substitute electronic program to fill absent teacher positions, maintains substitute attendance and submits reports/files to the building administrator.

Routes interoffice, interschool and all other mail to proper channels daily.

Receives and routes all incoming calls or relays messages.

Ensures all visitors and students sign in and out throughout the school day.

Serves as the Notary Public for school business.

Takes inventory of supplies and orders as needed for office and teachers.

Maintains records for and prepares weekly, monthly, and annual reports.

Performs the usual office routines and practices associated with a busy, productive, and smoothly run office.

Attends meetings and conferences relative to school office procedure.

Maintains up-to-date schedules on all building personnel.

Prepares various informational bulletins for distribution to parents.

Prepares work orders, requisition forms, etc., necessary for the school operation.

Prepares correspondence for signature of the Principal.

Keeps accurate records of all school accounts, makes deposits and writes checks to Redbook timelines, and prepares for submission monthly financial reports.

Maintain all office equipment, phones, intercom system and bell system, and request repair service and/or order supplies as needed.

Initiate budget preparation; work with Department Chairpersons to prepare individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring the budget.

Assists Principal with all administrative needs for SBDM council meeting preparation and committee meetings.

Performs other duties as assigned by the Principal.

### KNOWLEDGE AND ABILITIES

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

### PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Secretary - High School
<b>REPORTS TO</b>	Building Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	220 days
<b>JOB CLASS CODE</b>	7773
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As established by the board of education

### POSITION SUMMARY

To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

### PERFORMANCE RESPONSIBILITIES

Serves as receptionist.

Oversees substitute electronic program to fill absent teacher positions, maintains substitute attendance, and submits reports/files to the building administrator.

Routes interoffice, interschool and all other mail to proper channels on a daily basis.

Receives and routes all incoming calls or relays messages.

Maintains a log of visitors and students signing into and out of school.

Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.

Attends meetings and conferences relative to school office procedure.

Maintains up-to-date schedules on all building personnel.

Prepares various informational bulletins for distribution to parents.

Keys student information into computer and serves as the "Key" operator for various computer programs as directed by the principal and/or his/her designee.

Supervises student office aides.

Assists the Counseling Department in determining eligibility of driver's license, completion of car insurance forms, scheduling, sending transcripts and process corresponding reports accordingly.

Maintain all office equipment, office phones, intercom system and bell system as well as requests repair service and/or orders supplies as needed.

Maintains file on substitute teachers and processes substitute teacher report and time cards to Central Office.

Performs other duties as assigned by the principal.

## KNOWLEDGE AND ABILITIES

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

## PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Secretary- High School Counselor Department
<b>REPORTS TO</b>	Building Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	200 days
<b>JOB CLASS CODE</b>	7776
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As Established by the board of Education

### POSITION SUMMARY

To assure smooth and efficient operation of the high school guidance office so that the office's maximum positive impact on the education of the children can be realized.

### PERFORMANCE RESPONSIBILITIES

Acts as a receptionist in the school counselor office.

Types all correspondence for counselors, as well as letters of recommendations per teacher's requests, files, answers calls, and delivers messages.

Assists college representatives and parents while processing all incoming career education materials, assisting students with the use of said materials and maintains a file on all materials.

Serve as the Senior Sponsor.

Oversees use of Parchment program and processes all electronic requests for transcripts.

Assists in testing during school hours and when requested.

Assists school secretary in requesting school records of new students and in sending school records on students who transfer to/from the system.

Completes and maintains KEES reports at end of each school year

Assists in attending to the senior class by filling out senior Lack Cards, processing a weekly senior newsletter with scholarship and other information pertaining to seniors, and processing all paperwork on college admission for students, mid-year reports and end-of-year transcripts.

Schedules appointments for college representatives to visit the school, as well as parent/teacher conferences.

Coordinates Lions, Rotary, and Optimist Club student guests, as well as serves as the liaison between the Counselor Office and Community involvement in scholarship programs.

Performs other duties as assigned by the Counselors and/or Assistant Principal(s), and Principal

KNOWLEDGE AND ABILITIES				
Record keeping.				
Operation of computer and other technology.				
Verbal and written communication skills.				
Laws, rules and statutory regulations related to assigned activities.				
Policies and objectives of assigned program and activities.				
Prioritize and schedule work.				
Determine appropriate action within clearly defined guidelines.				
Meet schedules and timelines.				

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Bookkeeper- High School
<b>REPORTS TO</b>	Building Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	220 days
<b>JOB CLASS CODE</b>	7778
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As Established by the Board of Education

### POSITION SUMMARY

To maintain accurate and complete details of all school activity accounting transactions, making required reports and performing the duties of the central fund treasurer.

### PERFORMANCE RESPONSIBILITIES

Dispenses requisitions and purchase orders.

Collects invoices from teachers and club sponsors.

Checks statements and makes payments

Keeps separate accounts on income and expenses for each department and/or club.

Keeps record of athletic expenditures and income for each sport.

Receipts all money from departments, clubs, athletic events, etc.

Makes bank deposits on a regular basis.

Allocates instruction money to each department as directed by the principal.

Reconciles monthly bank statements.

Submits monthly financial reports to the Central Office.

Submits annual financial report to the Central Office.

Informs department heads and club sponsors of their account balances.

Collects student fees and book rentals and maintains receipts to students and teachers.

Provides support for faculty and students.

Sends statements to parents for unpaid student fees and book rental fees.

Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification.

Serves as the Notary Public for official forms.

Serves as the SBDM Clerk.

Takes inventory of supplies and orders as needed.

Maintains records for and prepares weekly, monthly, and annual reports.
Prepares work orders, requisition forms, etc., necessary for the school operation.
Locks and secures at the end of each day, the vault, all records, and all doors to the office.
Initiates budget preparation; work with Department Chairpersons to prepare individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring the budget.
Performs other duties as assigned.

<b>KNOWLEDGE AND ABILITIES</b>
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

<b>PHYSICAL DEMANDS</b>				
	<b>SELDOM/RARE</b>	<b>OCCASIONAL</b> (UP TO 1/3 OF WORK DAY)	<b>FREQUENT</b> (1/3 TO 2/3 OF WORK DAY)	<b>FREQUENT</b> (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Attendance Clerk
<b>REPORTS TO</b>	Principal
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	181 days
<b>JOB CLASS CODE</b>	7783
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As established by Board of Education

### POSITION SUMMARY

To contribute to effective school/community relations by prompt, courteous handling of all inquiries and visitors. To assist and relieve administrative and clerical personnel of paper work and impediments so that they may devote maximum attention to the central problems of educational administration.

### PERFORMANCE RESPONSIBILITIES

Serves as receptionist, receiving phone calls and relaying messages.

Reports to the proper school authorities all information regarding pupil attendance.

Assists local school administration in coordinating school and District attendance improvement programs.

Initiates all necessary computer operations related to student attendance or student records.

Monitors the daily attendance of students, including class attendance and tardies.

Contacts parents regarding suspected truancy or other attendance related programs

Maintains contact with school administration, teachers, and pupil personnel staff regarding student attendance.

Coordinates use of volunteers in assisting school attendance programs.

Prepares entry and /or withdrawal scan sheets.

Set up parent-teacher conferences.

Maintains permanent records, creating cumulative folders for new students, requesting records for transfer students, and sends records for withdrawing students.

Works on health records and keeps track of immunizations in the absence of a school nurse.

Prepares all necessary daily and monthly attendance reports.

Completes all trainings and other compliance requirements as assignment by the designated deadline.

Performs other duties as assigned by the principal.

KNOWLEDGE AND ABILITIES	
Record keeping.	
Operation of computer and other technology.	
Verbal and written communication skills.	
Laws, rules and statutory regulations related to assigned activities.	
Policies and objectives of assigned program and activities.	
Prioritize and schedule work.	
Determine appropriate action within clearly defined guidelines.	
Meet schedules and timelines.	

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Secretary Instructional Assistant for GlenDale Center
<b>REPORTS TO</b>	Director of Special Programs
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	181 days
<b>JOB CLASS CODE</b>	
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

High School Diploma or Equivalent; other qualifications as established by the Board of Education, Federal and/or State Law

### POSITION SUMMARY

To assure smooth and efficient operation of the clerical responsibilities with the educational program at the GlenDale Center so that the teacher's maximum impact may be realized in the education of students. To assist the teacher in achieving instructional objectives and providing a well-organized, smooth functioning classroom environment.

### PERFORMANCE RESPONSIBILITIES

Receives phone calls and relays messages for the center.

Routes interoffice, interschool and all other mail to proper channels on a daily basis.

Maintains daily attendance records of students.

Keeps all accumulative records and permanent records on all students by grades, including enrollment and medical data.

Maintains a record of substitute teacher usage with district-approved sign in sheets, and provides data to the district payroll office each month.

Requests school records of new students and establishes cumulative folders when records are received. Sends school records for students that transfer to another school.

Works with the district's Student Information Systems Coordinator to coordinate students' grades, immunization records, birth certificates, transcripts, and free/reduced lunch status.

Coordinates information as needed between the school portion of the center and the Sunrise Children's Services' administration.

Communicates truancy information to the district administrator responsible for related data.

Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.

Alerts the teacher to any problem or special information about an individual student.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

Follows directions of the teachers, organizes work, and documents student progress.

Performs other duties as assigned by the designated supervisor or the teachers at the center.

### KNOWLEDGE AND ABILITIES

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

### PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Instructional Assistant to Include Special Education Assistants
<b>REPORTS TO</b>	Principal or His/Her Designee
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	181 days
<b>JOB CLASS CODE</b>	7320
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

A minimum of 48 college credit hours acquired through two years of study at an institution of higher education or successful achievement on the Kentucky Paraeducator Assessment; other qualifications as established by the Board of Education, Federal and/or State Law.

### POSITION SUMMARY

To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource material.

### PERFORMANCE RESPONSIBILITIES

Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.

Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.

Displays ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

Participates in professional learning as assigned.

Reads to small groups of students and listens to individual students read.

Follows directions of the teacher, organizes work, and documents student progress.

Cares for materials and equipment and assists with displays and classroom arrangement.

Assists the teacher in providing interim and common district assessments.

Implements PBIS or other behavior management strategies as required by the school/teacher.

Performs other jobs as assigned by the principal or designated supervisor.

KNOWLEDGE AND ABILITIES	
Basic subjects taught in district schools, including reading, grammar, spelling, math, etc.	
Safe practices in classroom and playground activities.	
Correct English usage, grammar, spelling, punctuation, and vocabulary	
Verbal and written communication skills.	
Laws, rules and statutory regulations related to assigned activities.	
Policies and objectives of assigned program and activities.	
Interpersonal skills using tact, patience, professionalism, and courtesy	
Work cooperatively with others	

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Instructionals Assistant for Special Needs - Low Incidence
<b>REPORTS TO</b>	Building Principal/Supervising Teacher
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	181 days
<b>JOB CLASS CODE</b>	7318
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

A minimum of 48 college credit hours acquired through two years of study an institution of higher education or successful achievement on the Kentucky Paraeducator Assessment; other qualifications as established by the Board of Education, Federal and/or State Law

### POSITION SUMMARY

To assist the special education teacher with students with disabilities served in the low incidence and/or general education setting.

### PERFORMANCE RESPONSIBILITIES

Assists with movement during the school day, up and down steps, on and off the bus, etc. Lifting may be required.

Assists with toileting, changing diapers, sanitary napkins, clothes, etc.

Assists with feeding as needed.

Assists with instructional tasks.

May ride the school bus with the special needs children twice a day.

Provide behavioral supports as needed.

Works collaboratively in the regular education classroom with special needs students.

Carries out other duties as assigned by the supervising teacher or building principal.

### KNOWLEDGE AND ABILITIES

Basic subjects taught in district schools, including reading, grammar, spelling, math, etc.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation, and vocabulary

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience, professionalism, and courtesy

Work cooperatively with others

Determine appropriate action within clearly defined guidelines.

Monitor, observe, and report student behaviors according to approved policies and procedures.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Bus Driver
<b>REPORTS TO</b>	Coordinator of Transportation and Logistics/Director of Student Services
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	179 days/5 hours
<b>JOB CLASS CODE</b>	7941
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As determined by the Board of Education

### POSITION SUMMARY

To provide safe and efficient transportation for the students of Elizabethtown Independent Schools.

### PERFORMANCE RESPONSIBILITIES

Have and maintain a good driving record.

Demonstrate driving ability by operating a school bus through an on-the-road driving test.

Be knowledgeable of and practice good methods of student control aboard the bus.

Supervise the loading and unloading of students.

Report any misconduct of students on the bus to the principal.

Complete the driver inspection report daily.

Operate the bus schedule as directed by the Coordinator of Transportation and Logistics.

Clean the bus as needed.

Attend all bus driver training sessions as required.

Keeps vehicles fueled in accordance with guidelines of the transportation supervisor.

Performs other duties as assigned by Coordinator of Transportation and Logistics, Director of Student Services and Supports and/or the Superintendent of Schools.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>JOB TITLE</b>	Bus Monitor
<b>REPORTS TO</b>	Coordinator of Transportation and Logistics/Director of Student Services
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	176 days/4 hours
<b>JOB CLASS CODE</b>	7942
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

As determined by the Board of Education

### POSITION SUMMARY

To provide safe and efficient transportation for the students of Elizabethtown Independent Schools.

### PERFORMANCE RESPONSIBILITIES

Assist the bus driver in maintaining discipline on the school bus; monitor and assist students while the bus is in operation.

Consult with and assist the bus driver in documentation of student information, record keeping and completing route surveys.

Assist the driver in assuring seat belts, harnesses and wheelchair clamps are secured as required.

Assist parents and school personnel with safe loading and unloading of students; coordinate seating of students as required by State Transportation Guidelines.

Communicate with classroom assistants, teachers, principals and parents concerning student background, medical problems and behavior as appropriate.

Maintain current knowledge of Emergency Evacuation procedures.

Assist children with special needs on and off the bus and escort children across the street upon return home; lift children as required; assure a responsible adult meets students leaving the bus.

Attend in-service meetings and training courses as assigned.

Performs other duties as assigned.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Vehicle Maintenance Manager
<b>REPORTS TO</b>	Director for Student Services and Support
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	260
<b>JOB CLASS CODE</b>	7915
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

High school diploma or G.E.D. Certificate and five years increasingly responsible experience in the repair and maintenance of light and heavy automotive equipment.

### POSITION SUMMARY

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions.

### PERFORMANCE RESPONSIBILITIES

Perform major and minor mechanical repairs on buses and other light and heavy motorized equipment; diagnose diesel internal combustion engine maintenance problems.

Schedule preventive maintenance of vehicles.

Diagnose and perform skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.

Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned.

Attend in-service training programs for new techniques in mechanical repairs; attend meetings, seminars, training classes and maintenance clinics.

Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.

Assure proper use of tools and tool room equipment; ensure all maintenance and safety practices

Establish and implement prudent shop safety policies and procedures.

Perform related duties as assigned.

Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.

Principles of internal combustion engines.

Basic technologies involved in electrical, hydraulics and fuel systems.

Record-keeping techniques.

Complete bus, truck and cab vehicle maintenance operation.

Health and safety regulations.

Technical aspects of the field of specialty.

Interpersonal skills using tact, patience and courtesy.
Applicable sections of Kentucky Administrative Regulations and other applicable laws.
Gasoline and diesel engines.
Principles and practices of supervision and evaluation of personnel.
Coordinate and perform the repair and servicing of school buses, trucks and other automotive equipment.
Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
Operate equipment used in repairing or servicing motorized equipment.
Set priorities, schedule and ensure work is accomplished.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

KNOWLEDGE AND ABILITIES
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>JOB TITLE</b>	Elevator
<b>REPORTS TO</b>	Building Principal/Director of Communications
<b>SALARY SCHEDULE/GRADE</b>	\$2000.00 Stipend
<b>CONTRACTED DAYS AND/OR HOURS</b>	As needed
<b>JOB CLASS CODE</b>	
<b>POSITION CLASSIFICATION</b>	Extra Service
<b>DATE APPROVED</b>	DRAFT

### QUALIFICATIONS

Experience in digital content creation and social media management. Strong writing, editing, and visual storytelling skills. Ability to work collaboratively and communicate effectively with staff, students, and community members. Proficiency in graphic design tools (e.g., Canva) and multimedia content creation is a plus.

### POSITION SUMMARY

Plays a key role in supporting the district's initiative to promote timely, accurate, and engaging communication across all digital platforms. Responsible for managing social media content on school accounts, and highlighting events and achievements that reflect the district's Tradition of Excellence. The goal is to enhance community engagement and ensure families are informed and connected to the district's mission and activities.

### PERFORMANCE RESPONSIBILITIES

Collaborate with school staff to gather content, photos, and stories that celebrate student achievements, staff highlights, and district events.

Develop and post engaging content on school social media accounts (e.g., Facebook, X, Instagram), ensuring alignment with district branding and messaging standards.

Monitor and respond to community interaction on digital platforms in a professional and timely manner.

Create visually appealing graphics and multimedia content to accompany posts.

Promote events, programs, and initiatives that support the district's mission and values.

Communicates/collaborates with the Director of Communication to address any issues, concerns, updates, or support needed on a regular basis.

### KNOWLEDGE AND ABILITIES

Operation of computer and other technology.

Verbal and written communication skills.

Policies and objectives of assigned program and activities.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.